



## GRADEBOOK REFERENCE CARD

This reference card was prepared to provide simple step-by-step instructions for common tasks in SIS2000+. It is not intended to be a replacement for the documentation provided with the program. For more-detailed instructions, refer to the online documentation at:

<http://sis2000.usoe.k12.ut.us>

**Because the gradebook module is multi-featured, it can be tailored to multiple ways of grading in both secondary and elementary schools. But the extensively customizable features create many steps to set up the gradebook. Complete each step carefully. After you have created a basic grading structure once, you can copy it from subject to subject.**

### HOW TO SETUP AND USE GRADEBOOK.

1. SIS2000+ | Gradebook
2. Select grading term and class description.
3. Click **Setup**.
4. Click **Subject**.
5. Click **Add**.
6. Enter a descriptive subject. (At the secondary school level, it is helpful to include the period number in the subject.)
7. Choose "Scores" or "Grades" to display each task as a raw score or as a letter grade.
8. Choose a calculation method:
  - a) **points**: all scores will display as points, points will be weighted and totaled, then the average will be calculated to determine a grade.
  - b) **percent**: all scores will be displayed as percents, percents will be weighted and totaled, then the average will be calculated to determine a grade.
  - c) **percentage** (most common): this is a combination of the other two types. Scores will be displayed as points, points will be weighted and totaled, and then the average will be calculated and converted to a percentage to determine a grade.
9. Select what to do about missing scores. (Either missing scores will not count toward the total or they will count as a zero. If you choose to count missing scores as a zero, you can later enter **EX** for a score to individually excuse a student from an assignment.)
10. Select the mark set -- this **must** be the same mark set as the school is using.
11. **(OPTIONAL)** Delete any of the mark set values you choose not to use.
12. Enter a percentage for each mark set. In step #7, if you chose to use "Scores," record the lower bound of the grading range. In step #7, if you chose to use "Grades," record the upper bound. *NOTE: The scores do not round up so enter 89.4 as an upper bound if you want 89.5 to round up to the next higher grade.*
13. Click **Save**.
14. Click **Quit**.
15. Click the **Category** button.
16. Click **Add**.
17. Enter a category under which you grade (e.g. tests, quizzes, assignments, participation, etc.).
18. Weight the category -- note that weighting is relative to the total weight given for all categories. (For a correctly-printed Student Progress report, be sure all weights total 100.)
19. Click **Save**.
20. Repeat steps #16 through #19 until all grading categories have been entered.

(Steps continued on next page.)

**Steps #21 through #29 explain how to enter individual tasks to the syllabus. Tasks may all be entered at the first of the term (if known) or may be entered as they are assigned.**

21. Highlight the category of the task.
22. Click **Add**.
23. Enter the “Description” of the task.
24. Enter a short name or an “Abbreviation” of the task (which will appear above the spreadsheet columns).
25. Enter a date -- this may be the due date, the date given, etc. The tasks will appear in order by this date. You may enter a nonsense date to force the ordering of tasks in a non-date fashion. The date must be a valid date in the current grading term. Date must be a valid date in the current grading term.
26. Enter the amount of points possible.
27. Enter the weighted amount (if other than one).
28. Check if this task is an extra credit – not if it’s a required task with extra credit allowed. (Tasks may only be marked as extra credit if your calculation method is points).
29. Click **Save**.

A teacher may create more than one gradebook for a given course. A separate gradebook may be kept for citizenship grades, if desired.

## **OTHER GRADEBOOK TASKS NOT DISCUSSED IN THIS REFERENCE CARD:**

- How to copy a grading setup from term to term and/or from course to course.
- How to set gradebook preferences (in the FILE menu.)

## **HOW TO ENTER SCORES**

1. SIS2000+ | Gradebook
2. Select the Term and Class Description.
3. Select “Task Entry Mode” or “Student Entry Mode.” (“Task” will let you enter scores for one task only -- each time you press the Enter-key, it will move to the next student in the same task. “Student” allows you to edit or enter **any** score for any student and for any task. Choosing “Student” causes the cursor to move to the next task on the same student when you press the Enter-key.)
4. If you selected “Task Entry Mode,” move your cursor to the appropriate column.
5. Click **Edit**.  
Enter the score -- use the numerical keypad for faster entry.  
*NOTE: After each entry, it is recommended to use the arrow keys to move to the next task or student. Pressing the arrow key only calculates the grade change for that one entry. Pressing the Enter-key after an entry forces the entire spreadsheet to recalculate (which may take quite some time for a large amount of tasks).*
6. Enter a score of **EX** (excused), **SI** (sick), or **IL** (ill) for assignments that you do not want a score of zero to be calculated. These three codes cause the task to be “excused” for that student until/if a score is later added.

## **HOW TO POST GRADES TO MARK REPORTING**

1. The school administrator must first set the mark term.
2. Within the gradebook module, select the **File** menu and choose “Post Marks”.

Marks must be posted for each course or each gradebook.